

Jim Doyle
Governor

**WISCONSIN DEPARTMENT OF
REGULATION & LICENSING**



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**FUNERAL DIRECTORS EXAMINING BOARD SCREENING PANEL
ROOM 294B, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: DAVID O'CONNELL (608-261-4490)
Tuesday, April 20, 2004
9:00 A.M.**

1. Call Open Session to Order
2. Convene To Closed Session to consider discipline (s. 19.85(1)(B), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
 - a. Screen complaints received from the public against credential holders. The panel consists of two Board members and Department Staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment

**FUNERAL DIRECTORS EXAMINING BOARD MEETING
ROOM 294B, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: JERRY LOWRIE (608) 261-4486
Tuesday, April 20, 2004
9:30 A.M.**

1. CALL TO ORDER
 - a. Declaration of Quorum
2. Adoption of Agenda
3. Election of Officers for 2004.
4. Appoint Board Representatives for Screening Panel
5. Approval of Minutes (12/02/03)
6. Administrative Report
 - a. Jerry Lowrie, Bureau Director
 - i. Board Roster
 - ii. Meeting Dates for 2004
 - iii. To-Do List
 - iv. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules
 - v. Changes to Blue Licenses (Informational)
7. Board Efficiencies Presentation – Deputy Mary Schlaefter; Patty Hoeft, Division Administrator Business Services; and Sandy Rowe, Division Administrator of DOE.
8. Travel
 - a. 2004 National Funeral Directors Association NFDA Convention and Expo at the Gaylord Opryland Resort and Convention Center in Nashville, TN, October 17-20, 2004.
9. Legislative Update/Recap
 - a. SB 274/AB 559 Authorizing the Cremation of Human Remains
 - b. SB 539 Funeral Establishments and Directors
10. Discussion of Embalming in Places Other Than a Licensed Funeral Home-HFS 136.03(2).
11. Continuing Education (CE) Issues

- a. Discussion of Qualified Courses for CE Credits – Rick Unbehau/Barb Showers
- b. CE for Meetings and Seminars CE of other States – Barb Showers
- c. CE Request – Theodore D. Cayford
- 12. Examination Issues
 - a. Cheating on Examinations RL 4.07
 - b. Practice National Board Examination – Computer Based Format
- 13. WFDA
 - a. “Your Future as a Funeral Service Professional” Brochure – Mark Paget letter
- 14. ICFSEB – Strategic Plan-FYI
- 15. Visitors Comments
- 16. Board Member Activity
- 17. Practice Questions
- 18. New Business
- 19. Presentation of Proposed Stipulations by Division of Enforcement or any that may be Submitted after Mailing of the Agenda
- 20. Report on Status of Case Closings – Jack Temby
- 21. CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning_(s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)
 - a. Monitoring Report
 - i. 01 FDR 020 Todd Mann
 - b. Case Closings and Case Status Report
 - i. 02 FDR 045
 - c. Administrative Warning
 - d. Pending Applications that may be submitted after Mailing of Agenda.
 - e. Deliberation on Administrative Warnings or Proposed Stipulations that may be Signed after Mailing of Agenda
- 22. RECONVENE TO OPEN SESSION
- 23. Vote on Items Considered or Deliberated Upon in Closed Session, If Voting is Appropriate
- DOE – Signatures for Proposed Stipulations, Orders and Administrative Warnings.
- 24. ADJOURNMENT

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion and voting. The board may also consider in closed session, stipulations filed after the printing of this notice. Meetings may be confirmed by a telephone call to the listed contact person. Examinations are open only to authorized candidates. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. For a complete copy of the board’s agenda, contact the board listed above. Interpreters for the hearing impaired provided on request. Contact the Affirmative Action Officer, (608) 266-2112.